

Executive Committee



Mark Kezios, Planning Council Chair

Thursday, May 1, 2008
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Keith Thompson	AT	Larry Stähli	AT	Mark Kezios	EX	Mary rose Wilcox <i>alt: Terri Leija</i>
EX	MiAsia Pasha	AT	Randall Furrow	EX	Ron Hill	AT	Stephen O'Dell

Guests

Bradley Allen

Administrative Agent Staff

Kevin McNeal

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established with five of eight members present at 4:07 pm. MiAsia Pasha and Rom Hill were excused from the meeting, as they were attending the Positive Self Management Program.

Review of the minutes and action items from the prior committee meeting

Attendees silently read the summary minutes from the April 3, 2008 meeting. No corrections were voiced.

Administrative Agent update

Kevin McNeal provided a utilization report and detailed the various service categories with spending variances.

Mark Kezios asked if the Medical Transportation service category had utilized all of its funding. Kevin McNeal replied that billing had been at 100% for this category.

Kevin McNeal also discussed:

- Centralized eligibility: 1700 active clients are in the system - this is about 86% of existing clients. 14% of clients are being reported as not eligible (do not have complete eligibility documentation). Beginning in April, 2008, service providers will receive a monthly report of eligible/ineligible clients to ensure they are compliant with eligibility requirements.
- The Administrative Agent is providing technical assistance to providers both in-person and via the internet.

Council Chair update

Mark Kezios discussed that he had met with the Administrative Agent's staff to get caught up after being on extended leave from the Council. The meeting was very dynamic and informative. Mark discussed he had been provided with a demonstration of the centralized eligibility system and had also learned more about CAREWare.

The Many Parts Make A Whole meeting that occurred on April 22, 2008 was very well attended, and there was a great sharing of information among community stakeholders. Action plans were developed to move some of the initiatives that were discussed forward. Keith Thompson related that many of the strategies discussed at this meeting should be incorporated into the next version of the Comprehensive Plan. Larry Stähli related that the consultants who are working with the Council to develop the new Plan had attended the meeting.

Mark also related that the Administrative Agent's office has been moved to the Workforce Management Department, and Kevin McNeal's new supervisor is Rose Connor. Kevin McNeal provided an overview of Ms. Connor's experience and involvement in previous Ryan White programs.

Committee/Workgroup reports

Allocations Committee: Stephen O'Dell discussed that the committee is continuing to develop guiding principles, developing plans for activities at the Retreat, and completing revisions to their Policies and Procedures document.

Mark Kezios discussed that there may be a need for reallocations or carryover discussion at the next Allocations committee meeting, and that items may be forwarded to the full Council for approval. Mark asked for a consensus to add recommendations forwarded by the Allocations Committee for approval to the Retreat agenda, if needed. The committee agreed to allow this.

Community Planning & Assessment Committee: Larry Stähli discussed that the CPA Committee and Health Care Strategies Workgroup held a joint meeting. The group had a conference call with the

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consultant that is completing the Comprehensive Plan, and will determine the focus of this year's needs assessment at their next joint meeting.

Education & Empowerment Committee: Mark Kezios discussed that MiAsia Pasha and Ron Hill are at the Positive Self Management Program session being held at Ebony House. Bradley Allen added that the committee has been planning English and Spanish consumer education forums.

Membership Committee: Randall Furrow discussed that Kelli Houston and John Hasna had resigned from the Council, and read letters from both individuals. At their next meeting, the committee will be conducting interviews of potential new members, developing an exit interview, creating a training survey, and reviewing the new member orientation presentation.

The committee hosted a new member orientation for three new members, and it was very successful.

Standards Committee: Larry Stähli discussed that the committee is still drafting standards of care and has moved their meeting day to the second Tuesday of each month. Bradley Allen discussed that the committee is also reviewing the service promotion directive at their next meeting.

Health Care Strategies Work Group: Mark Kezios and Larry Stähli provided additional information regarding the Many Parts Make A Whole meeting.

Carryover discussion

Mark Kezios discussed that there was carryover funding in the amount of \$1,127,000 available to the EMA. The Allocation Committee will need to decide how to spend these funds.

Kevin McNeal related that these funds may or may not be available, and is waiting for written confirmation from HRSA to ensure this money is indeed available to spend.

Mark Kezios asked if the funding could be used in the next year. Kevin McNeal discussed that the funding, if it was available, would need to be used this grant year.

Larry Stähli related that the Direct Dental program may be a good service to fund with additional dollars. There was general discussion of how carryover funds might be used, with several participants provided suggestions of how to increase service delivery. It was also discussed that the carryover needed to meet the HRSA funding requirement that at least 75% be allocated to core services.

Mark Kezios asked everyone to forward their suggestions on how to best serve the committee with these funds to the Allocations Committee for consideration.

Needs Assessment discussion

Larry Stähli related that the CPA Committee discussed two needs assessment proposals, but did not have quorum to approve a decision. The decision was forwarded to the Executive Committee, who decided to analyze the health care issues of the undocumented community, with emphasis on how new Arizona legislation was affecting medical care for undocumented individuals.

Mark Kezios discussed that two people had asked how the impact on this population would be analyzed. Another individual related that the effects of this legislation on Ryan White clients could be

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determined via existing reporting tools, and it will be difficult to find and talk to undocumented HIV positive individuals. Keith Thompson provided suggestions on how this might be accomplished.

Kevin McNeal related that he thought obtaining this information would be difficult, and similar information could be collected by other means.

There was general discussion about how the needs assessment might be expanded to gather additional information. Mark Kezios suggested that this assessment be added as a component to the late-to-care proposal. The committee reached a consensus to revise the scope of work of the late-to-care needs assessment to reflect the discussion.

Planning Council Retreat Planning

Mark Kezios discussed that Planning Council Support was continuing to plan logistics for this event.

Determination of the Planning Council meeting agenda and review of action items

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Carryover discussion

Standards of Care approval

Update on the Many Parts Make A Whole meeting

Bylaws approval

Policies and Procedures

Bradley Allen suggested moving the Call to the Public to the beginning of the agenda. Mark Kezios discussed that he would research whether this could be accomplished and not violate Arizona Open Meeting Law.

Action Items to be completed by the next meeting:

Task	Assigned To

Current events summaries

Stephen O'Dell discussed that the Dining Out for Life event was a great success and the donation amount will be announced shortly.

MEETING MINUTES *continued*

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 5:23 pm.